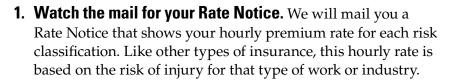


## **Five Steps to File**

Filing your workers' compensation quarterly report online

## Keep for future reference



- **2. Keep careful payroll records.** Prepare by keeping accurate payroll records, as required by law. You will use your workers' total work hours in order to calculate the premium you owe.\*
- **3. Get ready to calculate your L&I payroll deductions.**Employers are responsible for paying all premiums due. However, in Washington State workers pay a share of the total hourly rate through payroll deduction. The exact amount is shown on your

Rate notice in the column "Employee Withholding." You may deduct that hourly share from your workers' pay.

**4. Be prepared to complete your first Quarterly Report online and calculate the premium you owe.** You must file your Quarterly Reports and pay your premiums each quarter, even if you have no employees or payroll hours to report.

We offer two online options for filing: via *Quick File* and via *Claim & Account Center*. Both online systems show the risk classification(s) and hourly rate(s) from your Rate Notice. To get started, go to: www.Lni.wa.gov/QuarterlyReports. If you do not have online access, please contact your account manager or call 360-902-4817.



Quarterly Reports are due no later than the last day of the month that follows the end of the quarter. You will be charged a late fee for late filing.

	DOTE STATE OF THE PARTY OF THE				
		- 10 m			4
			A Landon		
	Marketing Assess Assessed Carry Marketin Laway Marketin Carry House A Marketin	(Miller)	The second		
	March March Company Company	Service Services Services		•	
		21	□ □	1	
				72200	The Table
10					

^ IVIOST rates are by the nour. If
you are one of the few types of
businesses that are charged by
the "unit," we will let you know.
the unit, we will let you know

When Your Quarterly Reports Are Due			
Quarter	Due By		
January 1 through March 31	April 30		
April 1 through June 30	July 31		
July 1 through September 30	October 31		
October 1 through December 31	January 31		

PUBLICATION F212-243-000 [01-2014]